# Minnesota Housing Online Commitment System

# Topics

**Minnesota Housing** Finance Agency

# Get Ready

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# Get Ready

1.  Attend a [training](#) and review your knowledge of Minnesota Housing programs

2.  Get user ID and password from your Web Administrator

    – Web Administrator is online access gatekeeper at your company

3.  Check compatibility

    – Internet Explorer only



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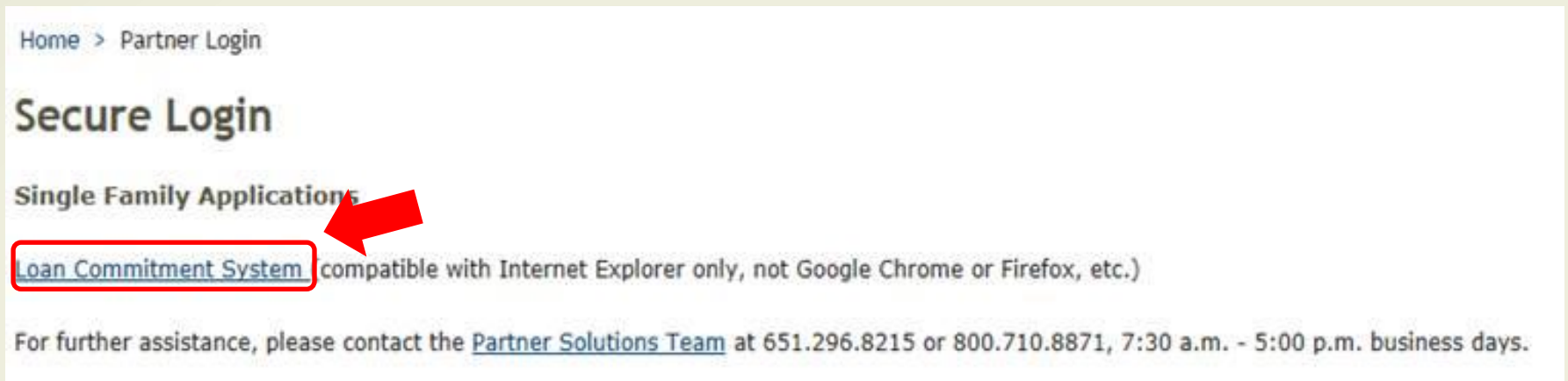
# Get Ready

4. Remember the loan commitment (lock period) and review the [Lock, Fee and SRP Guide](#) for more information

   – Loans must be delivered within:

   - Start Up - **60 days**

   - Step Up and MCC - **45 days**

   – You cannot create a new loan commitment:

   - Monday-Friday from 8-10 a.m.

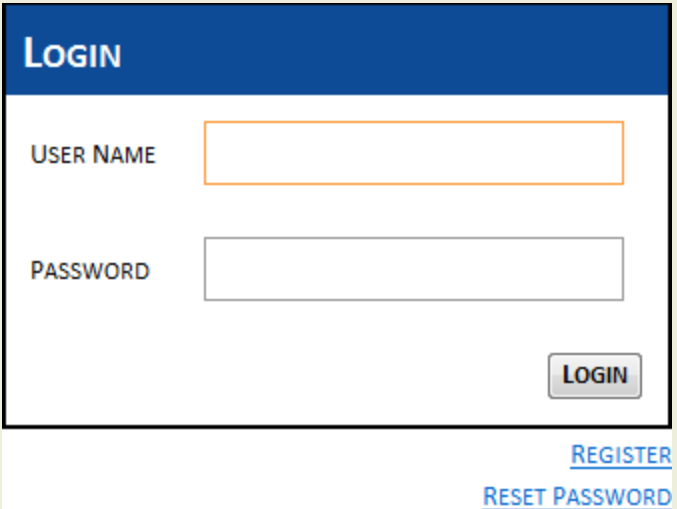   - Fridays and holidays (next business day) from 5 p.m.-10 a.m.

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# New First Mortgage Loan Commitments

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# Log In

1.  Go to [www.mnhousing.gov](www.mnhousing.gov)
2.  Click "Partner Login" in the top navigation
3.  Click "Loan Commitment System"

Home > Partner Login

## Secure Login

**Single Family Application**

Loan Commitment System (compatible with Internet Explorer only, not Google Chrome or Firefox, etc.)

For further assistance, please contact the Partner Solutions Team at 651.296.8215 or 800.710.8871, 7:30 a.m. - 5:00 p.m. business days.

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# Log In

4. Log in with **User Name** and **Password** (sent from your company's Web Administrator)

5. User will be prompted to change password every **180 days**

# New Loan Commitment

1. Click "Single Family Web Management"

**Funds Management System** ⏶

👜 Funds Management Web

**Single Family Management System** ⏶

🌐 Single Family Web Management

**Data Analysis Reporting Module** ⏶

📈 Funds Management DARM

📈 Single Family DARM

📈 Multi Family DARM

📈 Section 8 DARM

📈 Loan Servicing DARM

**Utilities** ⏶

👤 Web Partner Module

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# New Loan Commitment
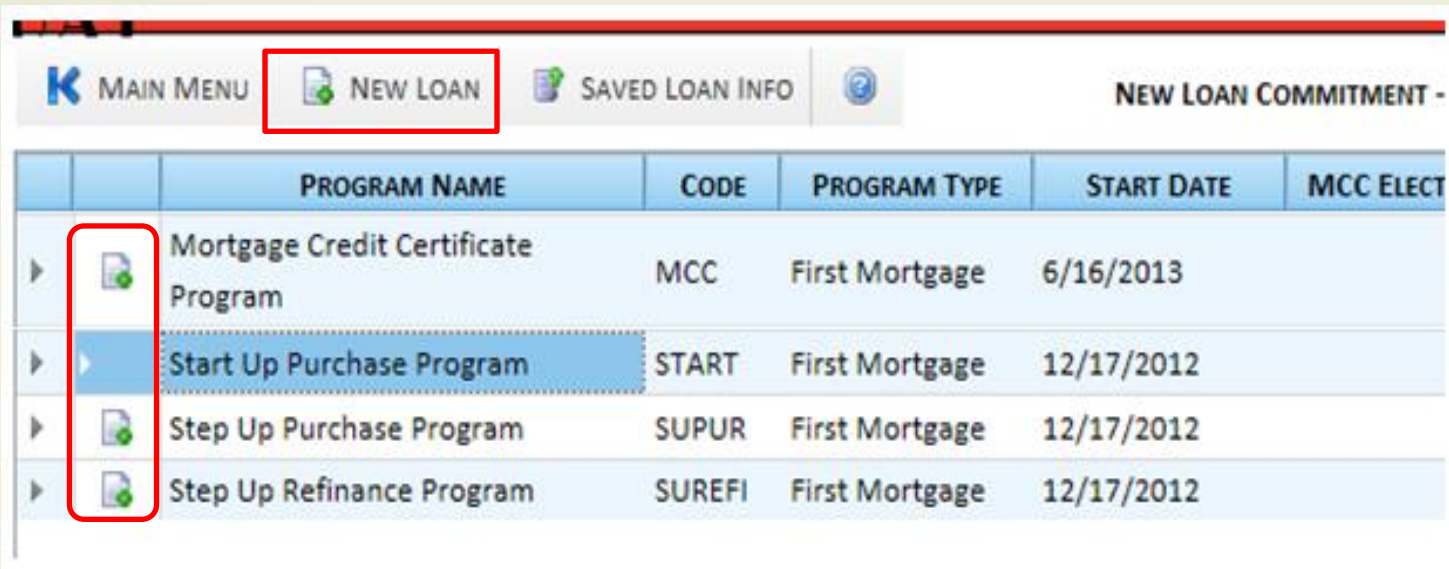
2.  Click "New Loan Commitment"

**MANAGEMENT**

AVAILABLE PROGRAMS AND FUNDS

NEW LOAN COMMITMENT

LOAN MANAGEMENT

LOAN FORMS

MY PIPELINE

LOANS WITH DEFICIENCIES

**REPORTS**

DEMOGRAPHIC ANALYSIS

LOAN LISTING

LOAN CONFIRMATION

EXCEPTIONS/DEFICIENCIES

PENDING DOCUMENTS

LOAN CERTIFICATION

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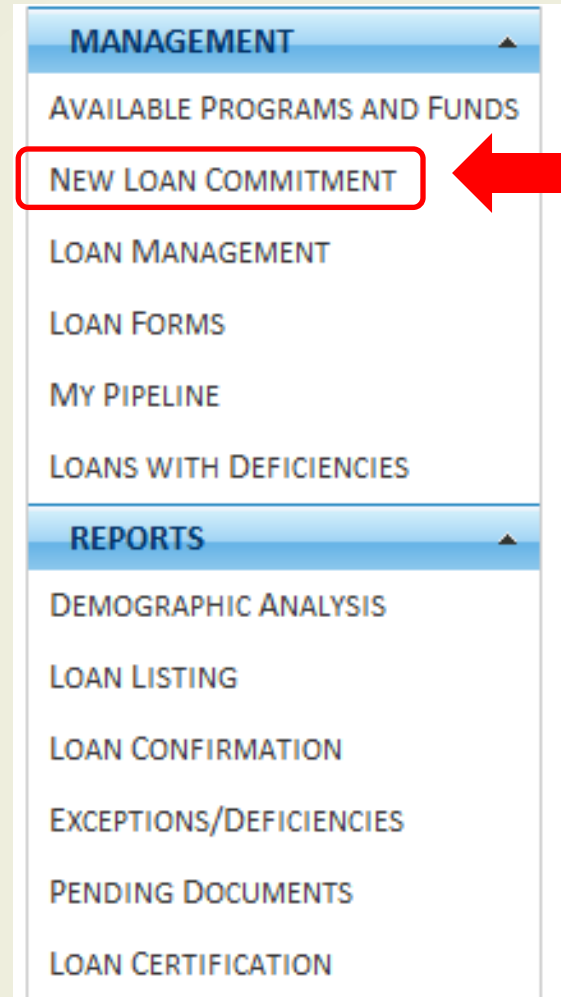
# New Loan Commitment

3. Single click on the Program Name
4. Select New Loan

# New Loan Commitment

5. Select the correct office
6. Click the arrow next to correct **Allotment Name**
   – Green selections have dropdowns for Allocation Name
   – Allocations are the product/downpayment combination desired

# New Loan Commitment

7. Single click the correct **Allocation Name**

   – Choose the correct program (with or without a downpayment loan)

8. "New Loan" will become selectable

# Loan Info Tab

1. Complete all required fields (blue icons)
   - Click calculator icon for P&I payment
   - Choose "Initiative" only if using **Deferred Payment Plus** loan



Loan Type Choices:

# Origination Tab

1. Complete all required fields (blue icons)
   − Select the correct loan officer

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# Property Info Tab

1. Complete all required fields (blue icons)
   - In the "City" dropdown select the correct city/county combo
   - Census Tract **is** required – enter "9999.99" in the first box

# Borrowers Tab

1. Single click "Borrower" and then click "Edit"

| | TYPE | LAST NAME | FIRST NAME | MI | DATE OF BIRTH | SEX | MARITAL STATUS | RELATIONSHIP | CREDIT SCORE |
|---|---|---|---|---|---|---|---|---|---|
| LOAN INFO | ORIGINATION | PROPERTY INFO | BORROWERS | FINANCE | OTHER | | | | |
| | Borrower | | | | | | | | |

EDIT   DD   DELETE

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# Borrowers Tab

2.  Complete all applicable fields, filling out borrower(s)'s information as completely as possible
3.  Click "OK"

# Borrowers Tab

4.  To add additional borrower, click "Add" button
    – "Edit" screen will automatically pop up
5.  Repeat edit for co-borrower

| | TYPE | LAST NAME | FIRST NAME | MI | DATE OF BIRTH | SEX | MARITAL STATUS | RELATIONSHIP | CREDIT SCORE |
|---|---|---|---|---|---|---|---|---|---|
| ▸ | Borrower | | | | | | | | |

LOAN INFO  ORIGINATION  PROPERTY INFO  **BORROWERS**  FINANCE  OTHER

EDIT  ADD  DELETE

# Borrowers Tab

6. Complete required fields at bottom of Borrowers tab

   – Dependents under 18

   – Other Dependents – over the age of 18

   – Disabled Household – *if applicable*

   – Program Total HH Income – *annual eligibility income*

# Other Tab

1. Enter "No" for "Personal Property in Transaction"

2. For Conventional loans, choose Fannie or Freddie

3. For Deferred Payment Plus loans, enter "Y" or "N" for "Housing Ratio 28% or Above" and enter a ratio (XX.XX) in "Housing Ratio"

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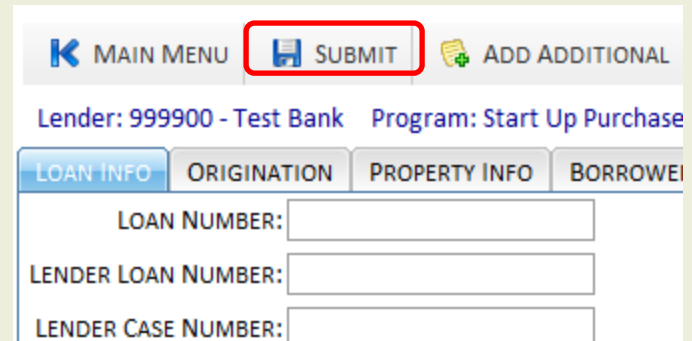
# Downpayment Loan

If no downpayment loan:
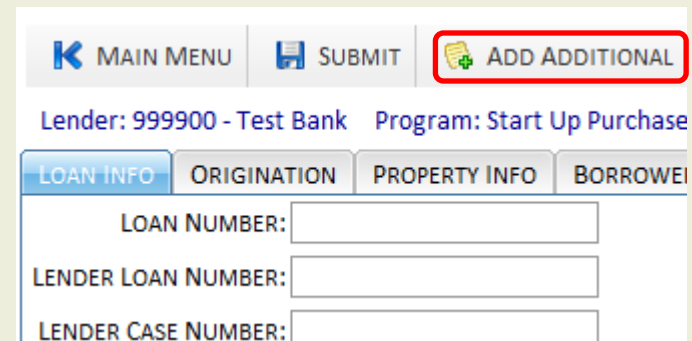
- Click "Submit"
- Receive Message Summary or
- Validation Summary

If downpayment loan:

- Click on "Add Additional"
- Loan Commitment Downpayment Loan

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# Downpayment Loan

1. Single click correct downpayment
2. "New Loan" is now selectable

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# Downpayment Loan

3. Single click arrow next to the correct product
   - Selection will be green
   - Product and program name

4. Single click correct product
   - Choose correct program *(with or without a downpayment loan*

5. "New Loan" becomes selectable

# Downpayment Loan

6. Enter loan amount in increments of $100

7. Click calculator icon for P&I payment

8. Click "Submit"

# Successful Commitment

If you receive a **Message Summary**, the loan was successful and is in Commitment stage.

Message Summary

- The loan was added successfully.
- The current loan's stage is Commitment.
- Additional Loan
    - The loan was added successfully.
    - The current loan's stage is Commitment.
- You can use the [Create Report] toolbar button any time to create a report to print.

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# Compliance Issues

If you receive a **Validation Summary**, you'll see which items are out of program compliance.

- Items must be adjusted for successful loan commitment

- Check loan parameters to make sure the loan is within program limits

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# Print Commitment Confirmation

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# Print Commitment Confirmation

1. Click "Loan Confirmation"
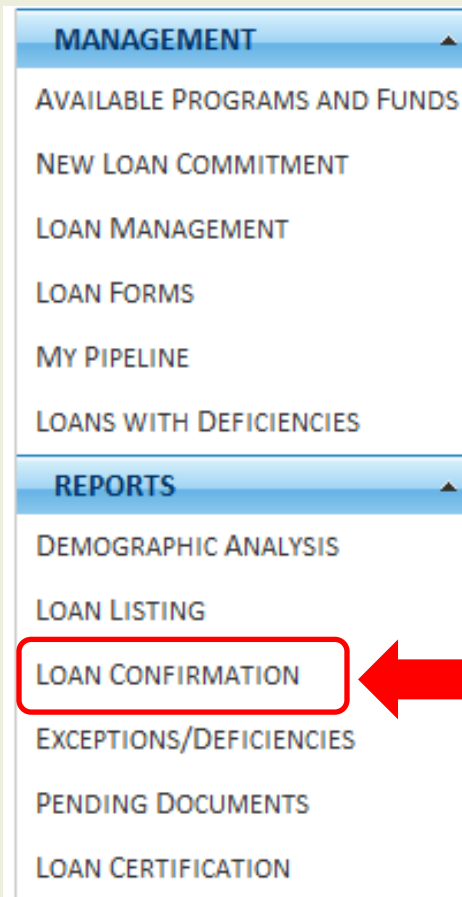
# Print Commitment Confirmation

2. Search loan by "Loan Number" or "Last Name"
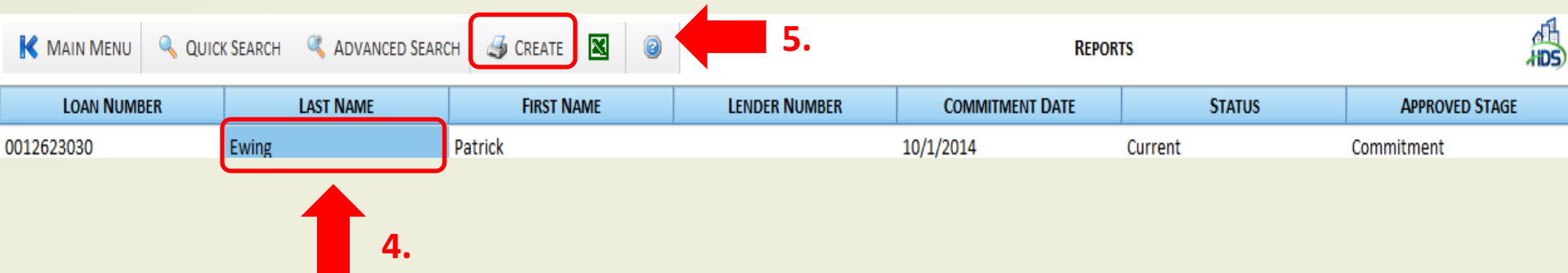
3. Click "Search Loans"

# Print Commitment Confirmation

4. Single click correct loan and borrower
   – "Create Report" will appear
5. Click "Create Report"

| | MAIN MENU | QUICK SEARCH | ADVANCED SEARCH | CREATE | | | 5. | | REPORTS | | HDS |

| LOAN NUMBER | LAST NAME | FIRST NAME | LENDER NUMBER | COMMITMENT DATE | STATUS | APPROVED STAGE |
|---|---|---|---|---|---|---|
| 0012623030 | Ewing | Patrick | | 10/1/2014 | Current | Commitment |

**4.**

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# Print Commitment Confirmation

Or go to Forms
Generator to
print
Commitment
Notification

# Print Commitment Confirmation

6. Print loan confirmation by hovering over bottom of screen and clicking print icon

# Forms Generator

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# Forms Generator

1. Click "Loan Forms"

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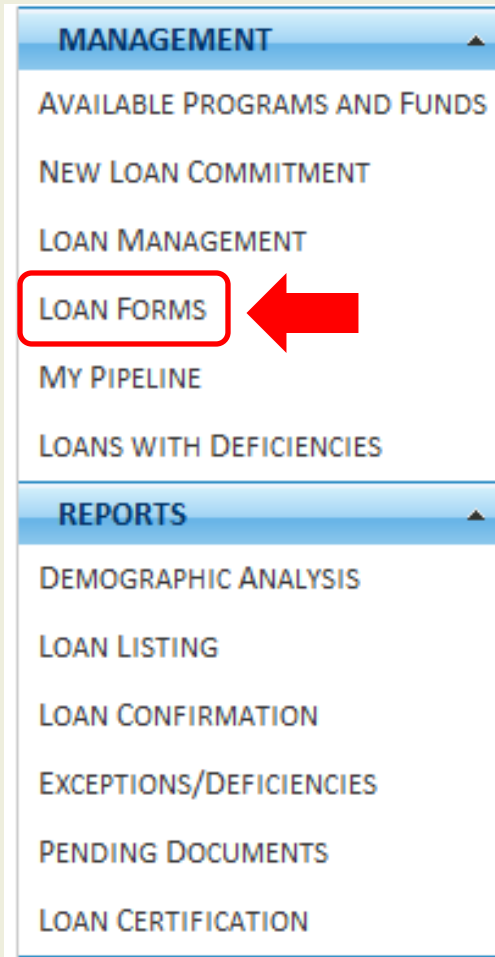
# Forms Generator

2. Search loan by "Loan Number" or "Last Name"
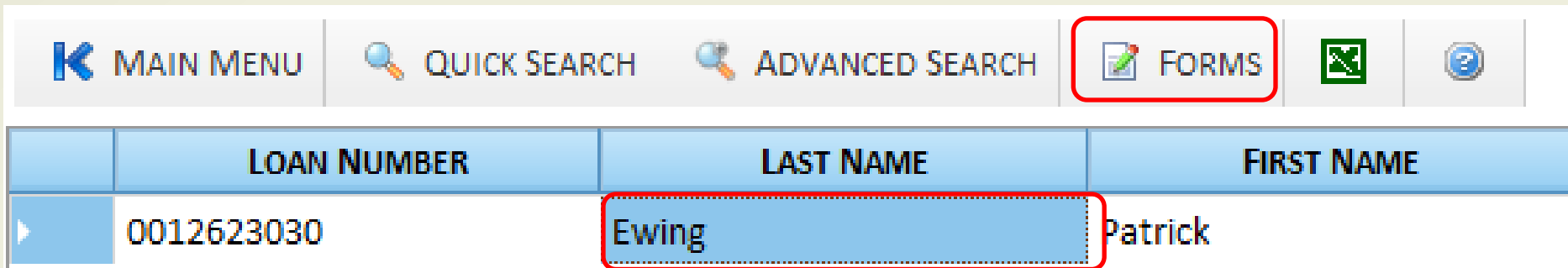
3. Click "Search Loans"

# Forms Generator

4. Single click correct loan and borrower
   – "Forms" will appear
5. Click on "Forms"

# Forms Generator

6. Check boxes for all of the forms needed (Start Up, FHA, Monthly Payment, etc.)

7. Click "Generate Form"

# Forms Generator

8.  Forms will auto-populate most loan information from the system

9.  Print the forms

# **Uploading Documents to the System**

# Uploading Documents



1. To access the loan, click "Loan Management"

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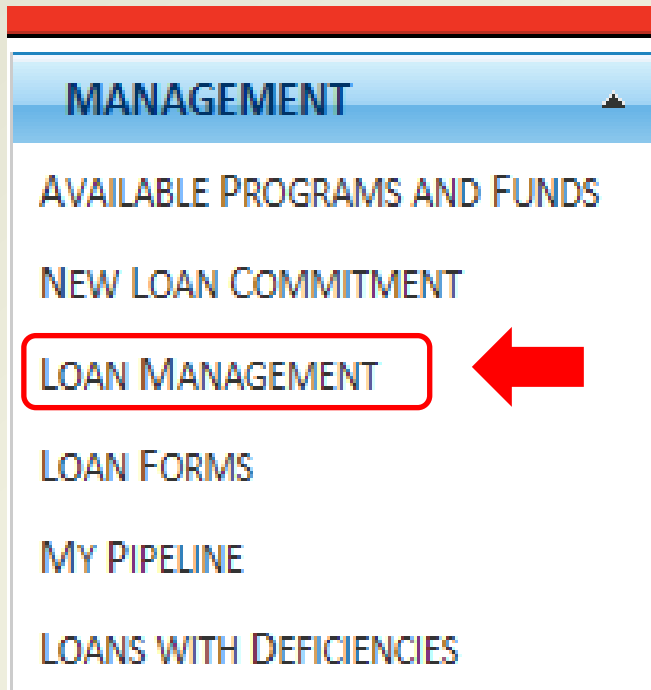
# Uploading Documents

2. Search loan by "Loan Number" or "Last Name"

3. Click "Search Loans"

# Uploading Documents

## 3. Click on paper icon to open loan

| | LOAN NUMBER | LAST NAME | FIRST NAME |
|---|---|---|---|
| | 0012637119 | Silver | John |

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# Uploading Documents

## 4. Click on "Attachments"

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# Uploading Documents

5. Add a description, click "Browse," and locate the document on your computer.

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# Uploading Documents

7. Click "Upload"

# Uploading Documents

8. Wait while document uploads

**Uploading**

Current File Progress: allocation change request.p — 530.53 KB / 530.53 KB

100%

Total Progress: 1 of 1 file(s) — 530.53 KB / 530.53 KB

100%

Speed: 144.12 KB/s

Cancel

**Minnesota Housing** Finance Agency
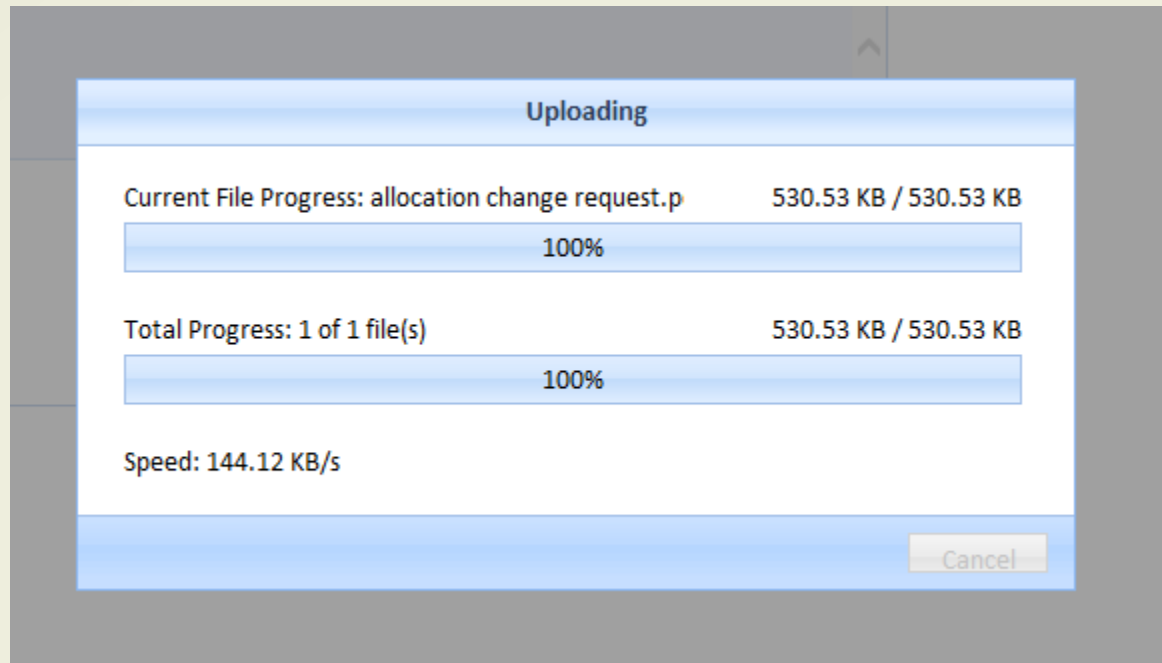
# Uploading Documents

9. Document is now available
10. E-mail [mnhousing.solution@state.mn.us](mailto:mnhousing.solution@state.mn.us)
    - you must let us know you've uploaded
      a document

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# Funding Approve

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# Funding Approve

| Minnesota Housing | U.S. Bank |
|---|---|
| Funding Approve | Compliance Approval |

- Last step to a successful Minnesota Housing loan
- You verify loan information and certify that all information:
  - Has been updated with any changes
  - Matches the loan file sent or imaged to U.S. Bank
  - Meets Minnesota Housing requirements
  - Meets legal requirements

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# Funding Approve

1. To access the loan, click "Loan Management"

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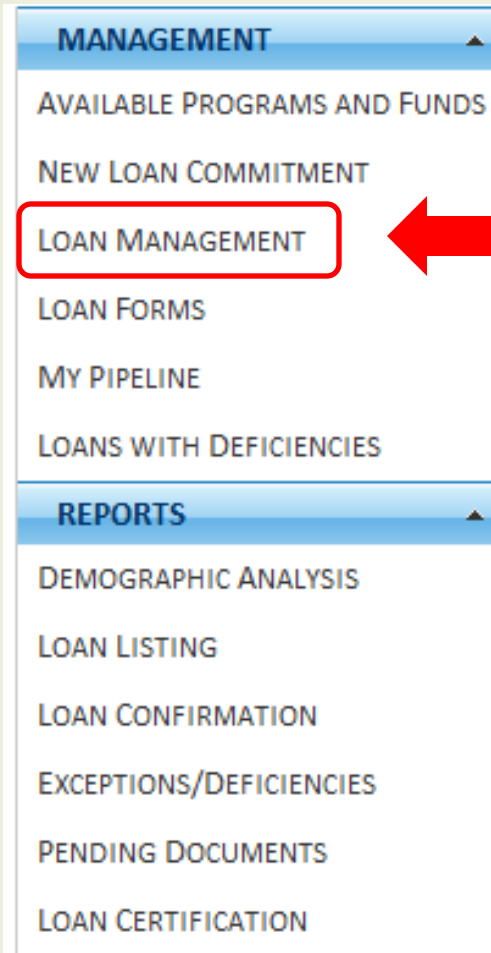
# Funding Approve

2.  Search loan by "Loan Number" or "Last Name"

3.  Click "Search Loans"

# Funding Approve

4. If you can't find your loan, click "Advanced Search"

5. Enter Social Security Number

6. Click "Search Loans"

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# Funding Approve

7. Single click the correct borrower
8. Click "Funding Approve"

**8.**

| | LOAN NUMBER | LAST NAME | FIRST NAME | LENDER NUMBER |
|---|---|---|---|---|
| | 0012623030 | Ewing | Patrick | |

**7.**

Main Menu | Quick Search | Advanced Search | Update Commitment | Funding Approve

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# Loan Info Tab

1. Verify all information and edit fields if necessary to match closing documents



Borrower: Belcher, Bob    Lender: 999900 - Brian Boitano's House O'Mortgage    Program: Start Up Purchase Program

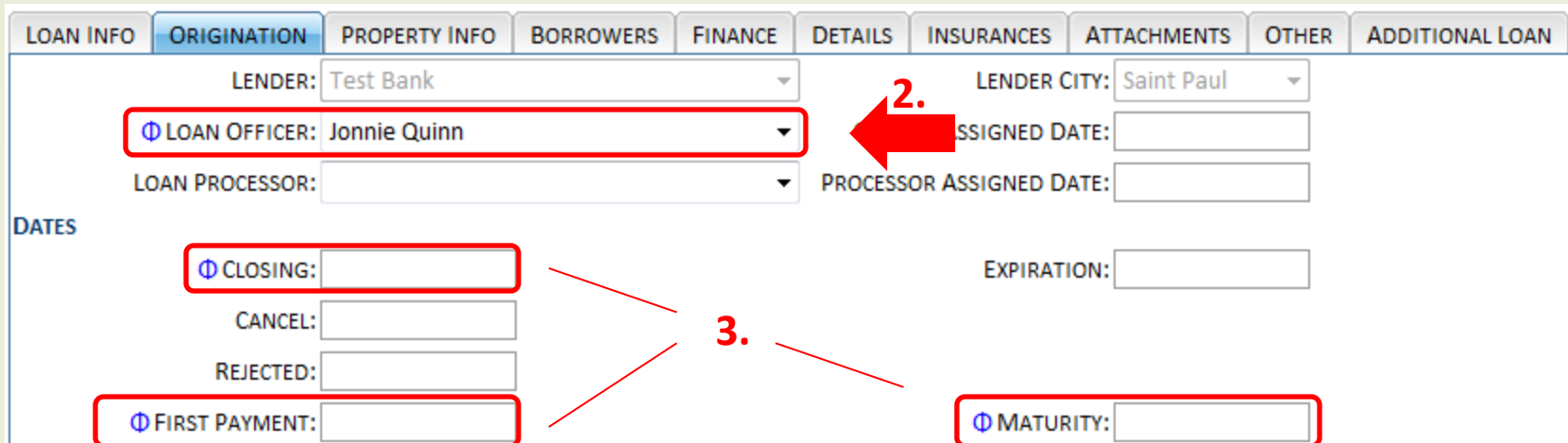| LOAN INFO | ORIGINATION | PROPERTY INFO | BORROWERS | FINANCE | TIMELINE | ATTACHMENTS | OTHER |

| | | | |
|---|---|---|---|
| LOAN NUMBER: 0012635281 | | ALLOTMENT/ALLOCATION: Government Start Up (FFY | Government 1st Mortgage |
| LENDER LOAN NUMBER: | | APPROVED/WORKING STAGES: Commitment | Purchase Approved |
| LENDER CASE NUMBER: | | STATUS: Current | |
| COMMITMENT DATE: 05/10/2016 | | Ⓘ ESTIMATED CLOSING DATE: 07/01/2016 | |
| INITIATIVE: | | Ⓘ LOAN AMOUNT: $190,000.00 | |
| Ⓘ INTEREST RATE: 1.1000 % | | | |
| Ⓘ AMORTIZATION: Fixed Rate | | Ⓘ TERM IN MONTHS: 360 | |
| | | P&I: $619.88 | |
| | | Ⓘ PURCHASE PRICE: $200,000.00 | |
| Ⓘ LOAN TYPE: Federal Home Administration | | ADDITIONAL ACQUISITION COST: $0.00 | |
| | | ACQUISITION PRICE: $200,000.00 | |

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# Origination Tab

1. Verify all information and edit fields if necessary
2. Select "Loan Officer"
3. Enter "Closing" (date), "First Payment" (date), and "Maturity" (date)

# Property Info Tab

1. Verify all information and edit fields if necessary

2. Enter "Legal Description," "Value Amount," "Valuation Method," and "Title to Be Held As"

# Borrowers Tab

1. Verify all information and edit fields if necessary
2. Enter "Counseling Class Completed" (date)

# Borrowers Tab

3. Verify all information and edit fields if necessary

# Finance Tab

**Only** use this tab if there is secondary financing **other** than MN Housing DPA.

# Details Tab

1. Verify all information and edit fields
2. Add "Note Amount," "Closing Date," "First Payment Date," "Next Payment Date," and "Maturity Date"

| LOAN INFO | ORIGINATION | PROPERTY INFO | BORROWERS | FINANCE | REHAB | DETAILS | INSURANCES | T |
|---|---|---|---|---|---|---|---|---|

| | |
|---|---|
| BASE LOAN AMOUNT: | $0.00 |
| UPFRONT MIP AMOUNT: | $0.00 |
| LOAN AMOUNT: | $21,416.32 |
| UNPAID PRINCIPAL BALANCE: | $21,416.32 |
| NOTE AMOUNT: | $21,416.32 |
| P&I: | $128.47 |
| MONTHLY TAXES: | $0.00 |
| PMI COVERAGE PERCENT: | 0.00 |
| PREPAID INTEREST: | $0.00 |
| PREPAID PRINCIPAL: | $0.00 |

| | |
|---|---|
| COMMITMENT DATE: | 07/01/2016 |
| CLOSING DATE: | 07/22/2016 |
| FIRST PAYMENT DATE: | 09/01/2016 |
| NEXT PAYMENT DATE: | 09/01/2016 |
| MATURITY DATE: | 08/01/2036 |
| PURCHASE POST DATE: | |
| DISBURSEMENT DATE: | 07/29/2016 |

# Insurances Tab

1. Verify all information and edit fields if necessary

2. If Mortgage Insurance is required:
   - Click "Add"
   - Add "Type," "Policy Number," "Policy Effective Date," and "Vendor"
   - Click "OK"

# Other Tab

1. Verify all information and edit fields if necessary
2. Apply correct answers to:
   – Personal Property = No (capital "N" lowercase "o")
   – Conventional Insured, Preferred Risk, DPL Plus
   – Must indicate if the loan is Fannie or Freddie

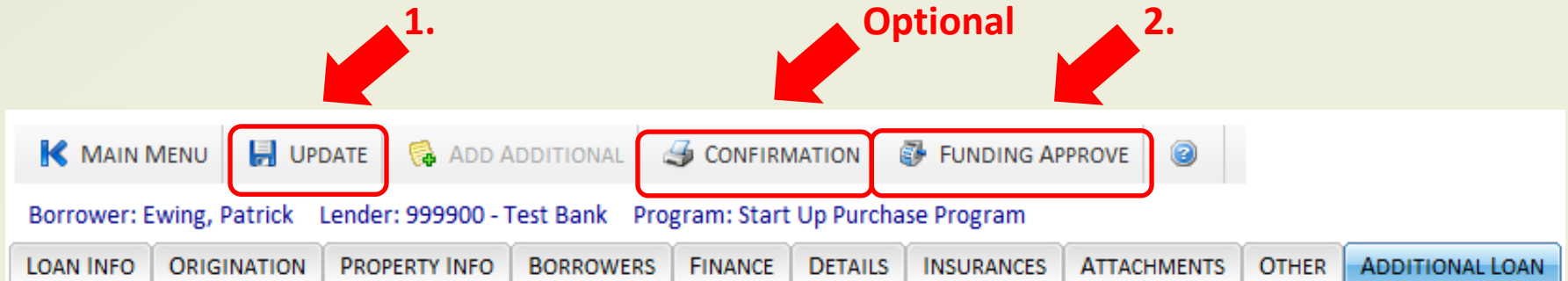| | | | |
|---|---|---|---|
| HOUSING RATIO 28% OR ABOVE Y/N | | DISASTER FEES | ⌄ |
| HOUSING RATIO | | NUMBER OF BATHROOMS | ⌄ |
| AUTO-PAY INCENTIVE Y/N | | GARAGE | ⌄ |
| CLTV | | FANNIE / FREDDIE | Fannie ⌄ |
| HFA PREFERRED RISK SHARING Y/N | | SPECIAL CIRCUMSTANCES MBS | ⌄ |
| UNGUARANTEED ESTIMATED AMOUNT | | GREEN IMPROVEMENTS | ⌄ |
| ENERGY AUDIT PERFORMED Y/N | | OPTIONAL TABLE 10 | ⌄ |
| DTI | | OPTIONAL TABLE 11 | ⌄ |
| DATE FORM(S) APPROVED BY MH | | OPTIONAL TABLE 12 | ⌄ |
| PERS. PROPERTY IN TRANSACTION? | No | OPTIONAL TABLE 13 | ⌄ |

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# Additional Loan Tab

1. Verify all information and edit fields if necessary
   - Double check for correct loan amount (must be in increments of $100)
   - Click the calculator icon if the loan amount has changed

# Final Steps

1. Click "Update"
   - Optional: Click "Confirmation Report"
2. Click "Funding Approve"

# Final Steps

3. Check box to certify information
4. Click "I Approve"

# Final Steps

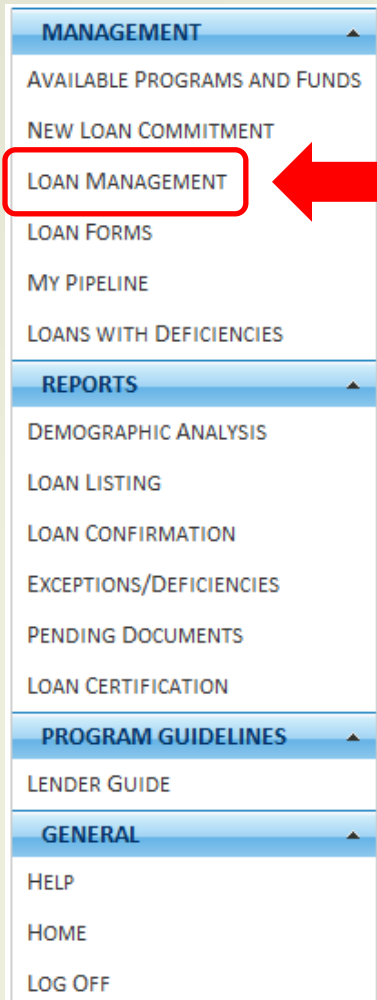5. Receive "Successful Funding Approval" message

Message Summary

- The loan was modified successfully.
- The current loan's stage is Purchase Approved.
- Additional Loan
    - The loan was modified successfully.
    - The current loan's stage is Purchase Approved.
- You can use the [Create Report] toolbar button any time to create a report to print.

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# Cancel a Loan

# Cancel a Loan

MANAGEMENT ▲

AVAILABLE PROGRAMS AND FUNDS

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PROGRAM GUIDELINES ▲

LENDER GUIDE

GENERAL ▲

HELP

HOME

LOG OFF

1. Click Loan Management

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# Cancel a Loan

2. Enter the "Loan Number" or "Last Name"

3. Click "Search Loans"

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# Cancel a Loan

4. Single click the correct loan
5. Select "Update Commitment"

**5.**

| | | | | | |
|---|---|---|---|---|---|
| **K** MAIN MENU | 🔍 QUICK SEARCH | 🔍 ADVANCED SEARCH | 📄 UPDATE COMMITMENT | 📇 FUNDING APPROVE 🖨 📊 ❓ | **LOAN MANAGEMENT** |

| | LOAN NUMBER | LAST NAME | FIRST NAME | LENDER NUMBER | COMMITMENT DATE | STATUS |
|---|---|---|---|---|---|---|
| ▶ | 0012623030 | Ewing | Patrick | | 10/1/2014 | Current |

**4.**

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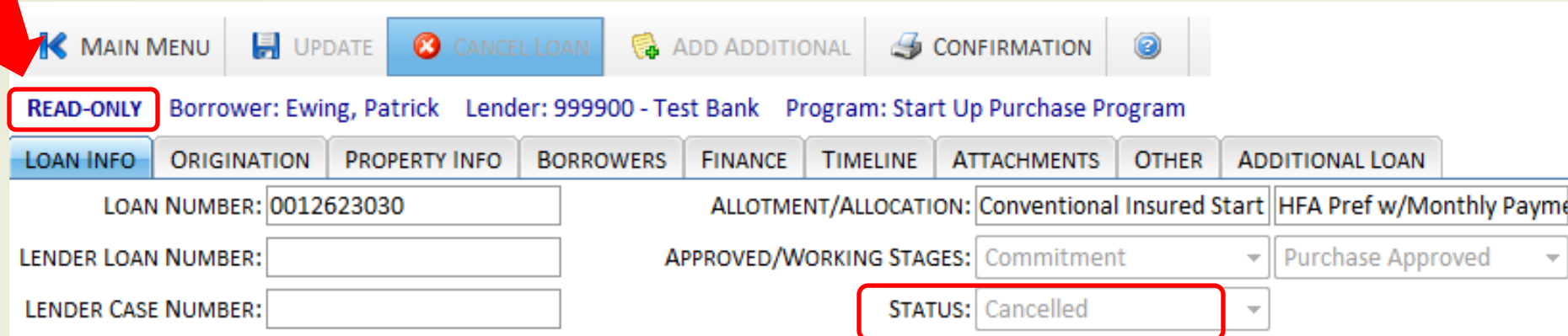
# Cancel a Loan

6. Click "Cancel Loan"



| MAIN MENU | UPDATE | CANCEL LOAN | ADD ADDITIONAL | CONFIRMATION |
|-----------|--------|-------------|----------------|--------------|

Borrower: Ewing, Patrick    Lender: 999900 - Test Bank    Program: Start Up Purchase Program
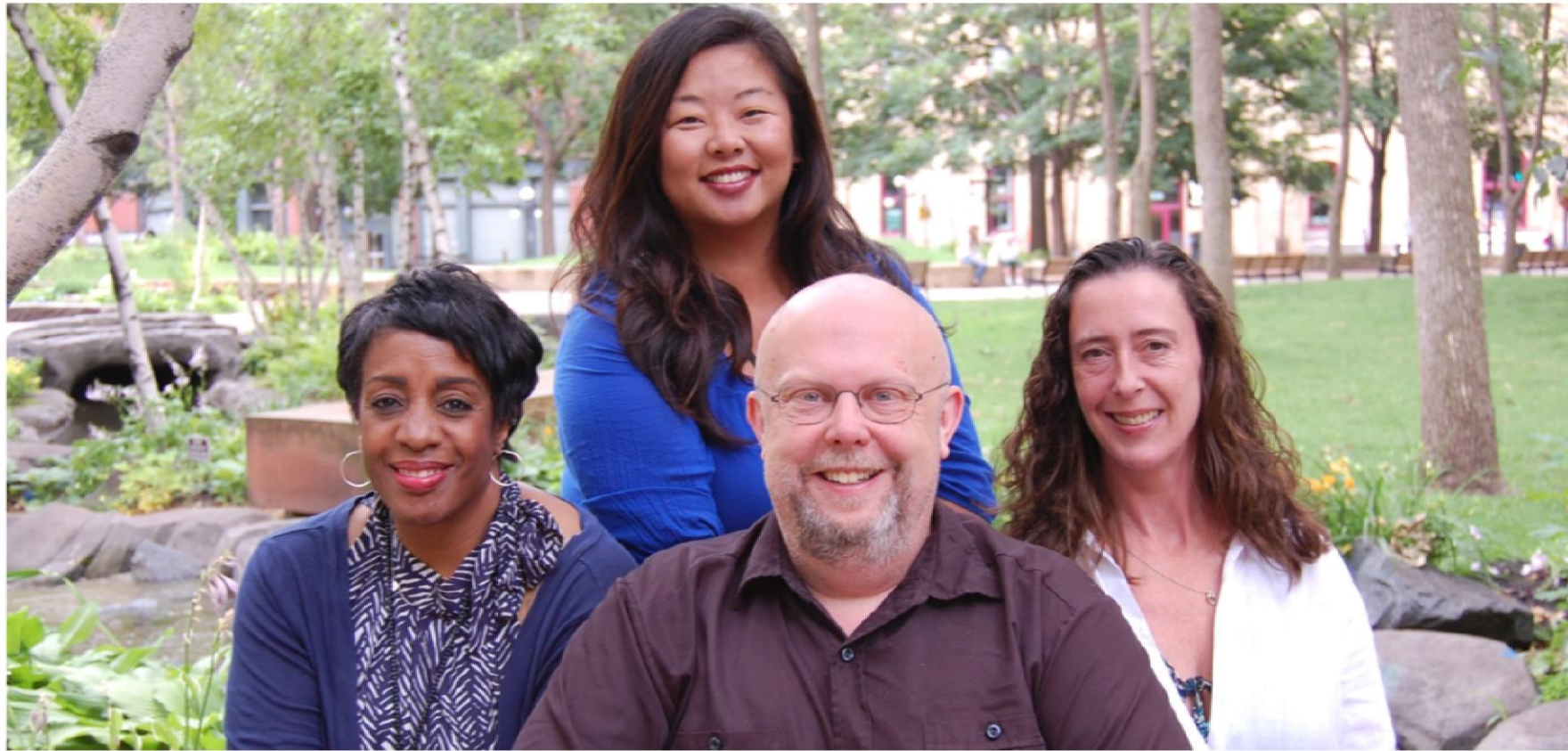
Minnesota Housing Finance Agency
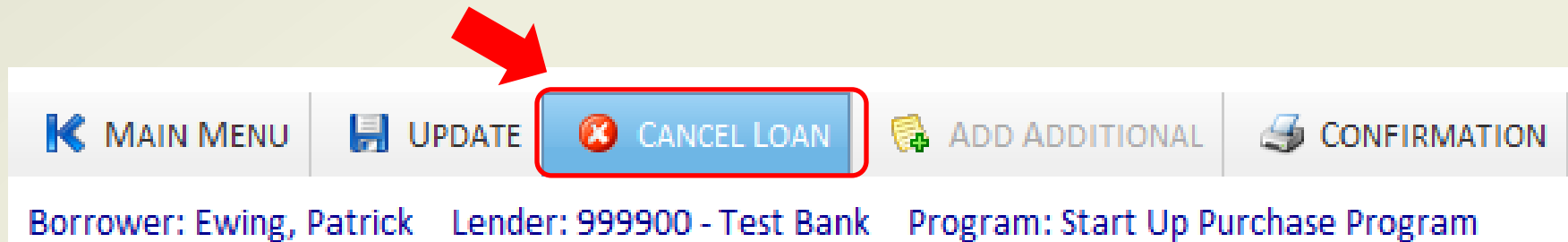
# Cancel a Loan

7. Once a loan has been cancelled, "Update" and "Cancel Loan" will be grayed out and status will be "Read-only" and "Cancelled"

# Contact Us



☎ 651.296.8215     💻 MNHousing.Solution@state.mn.us

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